

2016 Career Development Symposium

To register for Symposium workshops, click the offering number located in the last column. Participants must enroll in each workshop individually to complete registration for the event.

TIME	TITLE	LOCATION	WORKSHOP SYNOPSIS	REGISTRATION LINK
8:30 a.m. – 9:45 a.m.	What to Do When You Don't Know What to Do	Room 111/112	It seems that many leaders are busier than ever, but less happy and less productive as ever. Why is that? Could it be that they have forgotten how to stay sharp? The well-known proverb, “iron sharpens iron” is particularly relevant when it comes to leadership – spending time with, communicating with, and hanging out with other leaders in the City is one of the best ways of learning. This workshop will provide leaders with a relevant and practical learning experience about the essentials needed to thrive again, becoming sharper and more efficient.	<u>#30991</u>
8:30 a.m. – 9:45 a.m.	Networking for Success	Room 120	Effective networking is an act that anyone can master provided its key components and strategies are well understood. This workshop will provide participants with effective business networking strategies to make connections and form relationships in familiar and unfamiliar environments. It also delves into the do's and don'ts of successful networking and the game plan to take advantage of golden opportunities that can make you rub shoulders with the movers and shakers of the business community, seal the deal, access hard-to-get business leads, or land the dream job.	<u>#30985</u>
8:30 a.m. – 9:45 a.m.	High-Impact Resumes and Cover Letters	Room 131	This interactive workshop covers creating effective resumes. Participants will receive tips on resume development and learn how to present personal qualifications, such as educational background, work experience, skills and strengths, in a well-organized format. This workshop will also provide tips on preparing an effective cover letter that demonstrates your personality, characteristics, and strengths.	<u>#30988</u>
10:00 a.m. – 11:15 a.m.	Five Levels of Leadership	Room 111/112	This workshop provides an understanding of leadership growth and how to progress in individual leadership abilities and ultimately expand influence. Exploring the theories of John Maxwell, participants will be provided with a great paradigm for understanding leadership and learn tools for understanding where they fit on the Five Levels of Leadership. Participants will explore the levels of leadership, reviewing the pros and cons of each level and the limitations that are found at that level. Participants will be given direction on how to ascend the levels as they grow and develop leadership abilities.	<u>#30992</u>

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10:00 a.m. – 11:15 a.m.	Career Enrichment: Creative Ways to Fine Tune Your Career Profile	Room 120	Many employees face a multitude of challenges in the fast-moving, unforgiving occupational climate that do not reward stagnation. To move ahead, employees need to assess their current career status and determine the steps to take in their quest for a smooth-sailing career journey. Also, they need to identify learning opportunities that will further advance their career goals on an on-going basis.	<u>#30990</u>
10:00 a.m. – 11:15 a.m.	Job Search Strategies	Room 131	This informational workshop will help employees learn the most effective techniques and best practices in applying for positions within the City, completing the employment application and answering supplemental questions. Participants will also receive a preview of current job opportunities within the City.	<u>#30993</u>
11:30 a.m. – 12:00 noon	Keynote Speaker: A World of Opportunities	Auditorium	The keynote speaker will deliver a 30-minute presentation on the topic “A <i>World of Opportunities</i> ,” which is intended to ignite self-awareness and build momentum to help City employees expand their skill levels; manage their career ladder and identify career opportunities that will enable them to step into more meaningful roles.	<u>#30987</u>
1:30 p.m. – 2:45 p.m.	Career Assessment and Readiness Exploration	Room 111/112	This workshop provides participants with a brief, but relevant experience that will allow them to explore and assess their strengths, interests, and affinities as they relate to deciding upon a career choice. Participants will have an opportunity to take the Holland Code Assessment, which is intended to guide them towards a career where they will find satisfaction and happiness, based on their personality type. The Holland Codes or the Holland Occupational Themes (RIASEC) identifies personal strengths, interests, and affinities relevant to work. The assessment identifies six personality types and work environments, and purports that the closer the match of personality to a job, the greater the job satisfaction.	<u>#30989</u>
1:30 p.m. – 2:45 p.m.	Are You on the Right Path? Evaluating Career Opportunities and Educational Needs	Room 120	Are you where you want to be professionally? Have you reached a fork in the road and can't make a career decision? Do you have a career path? This session will assist you in learning how to manage your career through self-evaluation of your talents, abilities, and interests. The focus will be on providing you with tools, tips, and techniques for reflection, planning and goal-setting. Through the use of group discussion, this workshop will also explore ways to overcome obstacles to career fulfillment.	<u>#30984</u>

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1:30 p.m. – 2:45 p.m.	Powerful Interviewing	Room 131	This activity-filled workshop helps participants to successfully master the tough-to-answer questions asked during a job interview. Participants will also partake in a mock interview and receive professional feedback on their performance. Emphasis is placed on pre-interview preparation, anticipating and interpreting behavioral-based questions, describing appropriate conduct and dress, and performing necessary interview follow-up activities.	#30983
3:00 p.m. – 4:15 p.m.	You're In Charge, Now What?	Room 120	This workshop examines and discusses an eight step plan for newly promoted/assigned supervisors to utilize in order to be successful and effective leaders.	#30982
3:00 p.m. – 4:15 p.m.	Career Planning and Development Strategies	Room 131	The workshop provides participants with the necessary tools and development strategies for creating their own career plan.	#30978